

County of San Diego
Revised: December 10, 1999
Reviewed: Spring 2003

PRINCIPAL CLERK I
PRINCIPAL CLERK II

Class No. 002725
Class No. 002726

DEFINITION:

Under general direction to manage, organize, and coordinate the clerical and/or administrative support activities of a county agency, department or division; to act for the administrative manager as required; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

Principal Clerk I: Responsible for managing, organizing, and coordinating the clerical and/or administrative support activities, through one or more subordinate supervisory staff, of less than 50 employees.

Principal Clerk II: Responsible for managing, organizing, and coordinating the clerical and/or administrative support activities, through one or more subordinate supervisory staff, of more than 50 employees. This class is the higher level of the general clerical series, and is responsible for the most complex administrative functions.

EXAMPLES OF DUTIES:

Organizes, directs and coordinates the clerical and/or administrative activities of one or more organizational units; supervises, trains, and evaluates the work of clerical support staff and subordinate supervisors; oversees the operational functions of an organizational unit; directs the workflow and production of administrative activities; develops and implements policies and procedures related to clerical and administrative operations; interprets and implements county and department policies and procedures; uses independent judgment in solving complex problems; composes correspondence in response to inquiries; handles difficult situations with the public and/or contractors; analyzes and interprets statistical data and departmental records; assists in the preparation of departmental reports; participates in departmental meetings and discussions on organizational and procedural issues; handles personnel matters and disciplinary actions; assists in the preparation of the annual budget for clerical and administrative support functions; monitors maintenance contracts for compliance; establishes and maintains administrative, personnel and other confidential files and record keeping systems using computer applications that include use of electronic mail, word processing, spreadsheet and special databases; coordinates inventory control of automation equipment, telephones, fixed assets, minor equipment, vehicles; provides technical assistance in developing automated systems in tracking data; coordinates requests for facility maintenance and repairs; coordinates space allocations for staff; and assists in the analysis of complex projects.

MINIMUM QUALIFICATIONS:

Knowledge Level: T = Thorough; G = General; -- = Not Applicable

Classification Level: I = Principal Clerk I
 II = Principal Clerk II

Knowledge of:

I II

T	T	Supervision and personnel management within the County of San Diego personnel system.
T	T	Methodology used in the development of clerical/administrative policies and procedures.
T	T	County administrative procedures.
T	T	Office Administration
G	G	Budget preparation and administration.
G	G	The operation and uses of personal computers, copiers and other data processing equipment.
G	G	County operations and functions.
G	G	County accounting procedures.
G	G	Problem solving techniques.

Skills and Abilities to:

The following apply to both classes:

- Communicate effectively verbally and in written form.
- Interpret complex organizational procedures and policies.
- Organize and prioritize workload for clerical employees.
- Interview, select, and evaluate subordinate staff.
- Apply progressive disciplinary procedures.
- Implement grievance procedures.
- Counsel and discipline employees.
- Implement grievance procedures.
- Interact effectively with all levels of county staff, representatives from outside agencies, and the public.
- Use computer application programs and equipment in the production of work.
- Access and utilize data from a computerized record keeping system.

EDUCATION/EXPERIENCE:

Education, training, and/or experience, which clearly demonstrate possession of the knowledge, skills and abilities stated above. Examples of qualifying experience are:

Principal Clerk I:

At least eighteen (18) months of progressively responsible clerical supervisory/administrative support experience equivalent to a Supervising Clerk in the County of San Diego.

Principal Clerk II:

1. Four (4) years of progressively responsible clerical supervisory/administrative support experience equivalent to a Supervising Clerk in the County of San Diego; OR,
2. Two (2) years of experience as a Principal Clerk I or comparable class in the County of San Diego.